

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Staff Analyst I (Per-Diem)</u>	Salary:	<u>\$29.45* - \$33.86** (Hourly)</u>
Title Code:	<u>12626</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Learning & Development Specialist (Per-Diem)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations & Administration</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

In order to be considered for the position candidates must:

- **be a current City Employee and be serving permanently in the title of Staff Analyst or**
- **have taken the most recent Staff Analyst civil service exam and be reachable for appointment from the resulting list.**

This is a grant funded position. Should the grant expire, or funding discontinue, this position may result in termination of employment.

This Per Diem position is full-time (35 hours per week) and is paid an hourly rate. Per Diem employees who work 35 hours/week receive health and dental benefits. Leave accrual rates for annual leave and sick leave is based on hours worked. Paid holidays will commence after 18 months of full-time employment.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

The Office of Human Resources (OHR) is responsible for the agency's human capital administration, which includes employment and recruitment, human resources, civil service administration, employee and labor relations, professional development, time and leave administration, timekeeping & payroll, employee benefit programs, performance management, employee recognition, agency-wide events, and partnering with citywide and oversight agencies to facilitate the agency's workforce management business needs.

The Learning and Development Specialist will work closely with DFTA staff in response to training needs, design, develop and deliver blended trainings, manage the City's mandated training process, ensure appropriateness of staff request for training, maintain class documentation for all trainings, maintain an updated tracker of required trainings by role/unit for all Bureau staff, and communicate with all levels of staff regarding training related matters.

- Design, plan, organize and deliver Soft Skills, Hard Skills, Diversity, Equity, and Inclusion Trainings, including the design of curricula and content in partnership with subject matter experts across the organization.
- Create course objectives and content based on the learning needs of Department for the Aging (DFTA) staff as well as effective course delivery approaches based on adult learning/training methodologies.
- Manage the in-person and on line mandatory trainings, including scheduling, tracking attendance and send out reminders to non-compliant staff. Maintain an updated tracker of required trainings by role/unit for all Bureau staff.
- Screen training applications from DFTA staff and others to ensure appropriateness; assess the learning needs of course participants; and provide timely communications regarding enrollment and related matters.
- Evaluate modes of training delivery and select the most appropriate training strategies by leveraging a variety of learning platforms, e.g., virtual, classroom, e-learning, etc.
- Maintain class documentation, including registration, evaluations, and feedback.
- Collaborate with the staff of the Provider Training & Capacity Building Unit on providing training for DFTA staff.
- Design and develop instructional booklets, manuals, training handouts and visual aids for staff. These materials must support the effective delivery of trainings, including but not limited to utilizing PowerPoint presentations and other technology-based tools.
- Collaborate and coordinate with subject matter experts and other training consultants, as well as providing oversight and evaluation of their performance.
- Contribute to the overall mission of the agency and working collaboratively with other members of DFTA.
- Manage Professional Development Email correspondence to ensure timely response to employee request.
- Performing other tasks as assigned by the Director of Staff Development.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field; or

2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation or fiscal management; or in a related area.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Preferred Skills:

- 3 - 5 years of direct training experience (soft skills/hard skills/technical).
- Ability to adapt to a changing environment, handle multiple priorities, engage in critical thinking, and apply creative problem-solving skills.
- Collaborative skills in working as part of a team, as well as independently.
- Demonstrate implementation of instructional design methodologies in developing, Instructor led courses, and related classroom materials.
- Demonstrate the ability to develop different learning strategies.
- Excellent written and oral communications skills a must.
- Excellent presentation and organizational skills a must.
- Proficiency with Microsoft Office Suite and Learning Management Systems preferred.
- Must have the ability to communicate effectively with all levels in the organization.
- The successful candidate should be positive, flexible, collaborative, and open to enhancing existing skills as well as learning new skills.
- Experience working in or significant knowledge of aging issues and services preferred.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #531248

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #531248

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **June 9, 2022**

Post Until: **Filled**

JVN No. **125-22-77 CW**